



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH SERVICE, INDIAN HEALTH SERVICE  
TUCSON AREA OFFICE, TUCSON ARIZONA



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: TNIHS-05-43

OPEN: March 22, 2005

CLOSE: Until Filled

\*A list of qualified applicants may be compiled and referred to the selecting official, 15 working days after the "open" date of the vacancy announcement. If a selection is not made from the first list, subsequent lists may be issued at the request of the selecting official. Those candidates who have complete application packets on file as of each request date will be considered for the vacancy.

AREA OF CONSIDERATION: All qualified applicants.

VACANCIES: One

POSITION TITLE/SERIES/GRADE: Health System Administrator, GS-0670-13      SALARY RANGE: \$72,035 - \$93,643 per annum

APPOINTMENT TYPE: Permanent, Full-Time

ORGANIZATION/ DUTY LOCATION: Sells Service Unit, Westside Health Center, San Simon Village, Arizona.

This position is located at the Westside Health Center in the village of San Simon on the Tohono O'odham Nation Indian Reservation. San Simon is located approximately 45 miles west of Sells, Arizona and 105 miles southwest of Tucson, Arizona. The Westside Health Center is one of three health centers affiliated with the make-up of the Sells Service Unit and includes departments and/or functions related to: human resources, fiscal management, property and supply, housekeeping, building and grounds, health records, mental health, pharmacy, Dental Services, Optometry, Business Office, Information Technology and health promotion/Disease Promotion at the health center. The SSU of the Indian Health Service (IHS) is the primary source of health care for the approximately 24,000 people of the Tohono O'odham Nation.

The Westside Health Center is tentatively scheduled for occupancy in August 2005. Living Quarters operated and maintained by the Tohono O'odham Nation are currently being built and will not be available for occupancy. The person selected to fill this position will be required to work out of the Tucson Area Office in Tucson, Arizona or Sells Service Unit in Sells, Arizona until the Westside Health Center facility is ready for occupancy. Use of a government-owned vehicle to the duty location may be authorized for use during the interim period.

HUMAN RESOURCES OFFICE: Human Resources Management Branch, 7900 South J Stock Road, Tucson, AZ 85746  
(520) 295-2434

CONDITIONS OF EMPLOYMENT:

- Permanent, full time, 40 hours week
- Government housing may be provided
- The provisions of PL 101-630, the Indian Child Protection and Family Violence Act apply to this position.
- This position is subject to shift, night, weekend and/or holiday work.
- The Tucson Area Indian Health Service is a smoke-free work environment.
- Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.
- A selectee born after 1956 must present proof of immunity to measles and rubella *or* be vaccinated before their appointment (subject to certain exemptions).
- A selectee to this position is subject to a background security investigation.
- A selectee to this position may be required to satisfactorily complete a one-year probationary period for assignment to a supervisory or managerial position.

TRAVEL and RELOCATION: Travel and relocation cost may be paid in accordance with applicable Federal and Departmental travel regulations.

DESCRIPTION OF DUTIES: Incumbent serves as the Facility Director of the Westside Health Center within the Sells Service Unit and is in charge of day-to-day operations of the Clinic. **Executive Leadership-40%:** Responsible for policy setting, planning, organization, and administration of the comprehensive health services program. Provides full program and supervisory responsibility for all administrative, Clinical, and community health services. Administers programs and services in accordance with Federal laws, regulations, policies, procedures, and guidelines and has delegated authority that allows independence in decision-making concerning allocations and use of

resources. Establishes internal policies, controls all programs and activities, and sets the mission, vision, and values of the Health Center.

**Human Resources-20%:** Plans and assigns work to be accomplished, either directly through subordinates or subordinate or Subordinate supervisors. Initiates personnel action requests for: training; selects new employees; recommends promotions, reassignments, and separations; conducts interviews for vacancies; hears and resolves employee complaints; schedules/approves leave; and, evaluates performance of subordinates and supervisors. **Finance-10%:** Participates in planning and development of the Health Center budget; monitors and administers approved budget. Performs long-range program planning and develops a comprehensive, flexible program plan consistent with mission and goals. **Other-30%:** Serves as a member of the Governing Body, Executive committee, and other service unit committees deemed appropriate; promotes all third party billing and collection activities; recommends and initiates program improvements and modifications while making best possible use of available resources; assists Management in meeting standards and reporting requirements imposed by accrediting agencies and regulatory groups; responsible for furthering the goals of equal employment opportunity; and, performs other duties as assigned.

**SELECTIVE PLACEMENT FACTOR:** None

**QUALIFICATION REQUIREMENTS:** Candidates must have experience as described below. Your description of work, experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

**EXPERIENCE REQUIREMENTS:** GS-13: 52 weeks of specialized experience equivalent to the GS-12 grade level.

**SPECIALIZED EXPERIENCE:** Progressively responsible analytical or administrative, or clinical management or supervisory experience in the health care field. This work may have been performed in and operating health care facility, or a higher organizational echelon with advisory or directional authority over such facilities. Work must have involved a close working relationship with facility managers and analysis and/or coordination of administrative, clinical, or other service activities, and provided knowledge of the following:

- Mission, organizations, programs, and requirements of health care delivery systems;
- Regulations and standards of various regulatory and credentialing groups; and,
- Government-wide, agency, and facility systems and requirements in various administrative areas such as budget, personnel, and procurement.

**SUPERVISORY OR MANAGERIAL ABILITIES:** Candidates must have demonstrated in their work experience that they possess, or have the potential to develop, the qualities of successful supervision, as listed below. Ability to:

- Assign to and review work of subordinates, train and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- Accomplish the quality and quantity of work expected within set limits of cost and time.
- Plan own work and carry out assignments effectively.
- Communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to work.
- Understand and further management goals as these affect day-to day work operations.
- Develop improvements in or design new work methods and procedures.
- Deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.
- Plan and adjust work operations to meet changing or emergency program or production requirements within available resources and with minimum sacrifice of quantity of quality or work.
- Establish program objectives or performance goals and assess progress toward their achievement.
- Coordinate and integrate the work activities and resources of several organizational segments or of several different projects.
- Analyze organizational and operational problems develop timely and economical solutions.
- Represent the activity both within and outside the organization or agency to gain support for the agency's program goals.

**Personal Attributes:** The attributes listed below are important to success in supervisory or managerial positions at all supervisory levels.

Accordingly, candidates for all supervisory positions must demonstrate all of the following personal qualities:

- Objectivity and fairness in judging people on their ability, and situations on the facts and circumstances;
- Capacity to adjust to change, work pressures, or difficult situations without undue stress;
- Willingness to consider new ideas or divergent points of view; and,
- Capacity to "see the job through."

**KNOWLEDGE, SKILL AND ABILITY (KSAs) REQUIRED:** Applicants who meet the basic qualification requirements described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate they possess the knowledge, skill and ability described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the **KSAs** on a separate attachment. The information provided will be used to determine the "best qualified" candidates.

1. Knowledge of comprehensive health care delivery systems and health services.

2. Ability to coordinate and integrate clinical and administrative aspects of a health care facility.
3. Knowledge of Federal Laws: DHHS, PHS and IHS policies, rules, regulations, and procedures.
4. Ability to manage through subordinate supervisors, a multi-disciplinary medical program and support services staff.
5. Ability to effectively communicate orally and in writing.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time after competitive appointment, time-in-grade and qualification requirements by the closing date of the announcement. If selected under the Excepted Service Examining Plan (ESEP) or the Delegated Examining Unit (DEU) procedures, time-in-grade requirements do not apply.

**QUALITY OF EXPERIENCE:** Experience must have been at a level of difficulty comparable to the next lower grade in the Federal service. It is an applicant's responsibility to provide documentation or proof that he or she has met the qualification requirements of the position. Reference inquiries, including contacts with candidate's instructors, supervisors or employers may be made to obtain further information about the candidate's professional qualifications for the position.

**HOW TO APPLY:** Interested applicants must submit one of the following:

- (1) OF-612, Optional Application for Federal Employment; *or*
- (2) Resume; *or*
- (3) Any other written application to:  
Tucson Area Indian Health Service  
Attention: Human Resources Office  
7900 South J Stock Road  
Tucson, AZ 85746

For additional information or to obtain a copy of the vacancy announcement or forms, you may:

- (1) call the Human Resources office at 520- 295-2435 or email [human-resources-tucson@mail.ihs.gov](mailto:human-resources-tucson@mail.ihs.gov), or
- (2) visit the OPM website at [www.jobsearch.usajobs.opm.gov/](http://www.jobsearch.usajobs.opm.gov/) or the IHS website at [www.ihs.gov/JobsCareerDevelop/Jobs\\_index.asp](http://www.ihs.gov/JobsCareerDevelop/Jobs_index.asp)

**HOW TO APPLY:** Interested applicants must submit one of the following:

- (4) OF-612, Optional Application for Federal Employment; *or*
- (5) Resume; *or*
- (6) Any other written application to:  
Tucson Area Indian Health Service  
Attention: Human Resources Office  
7900 South J Stock Road  
Tucson, AZ 85746

For additional information or to obtain a copy of the vacancy announcement or forms, you may:

- (3) call the Human Resources office at 520- 295-2435 or email [human-resources-tucson@mail.ihs.gov](mailto:human-resources-tucson@mail.ihs.gov), or
- (4) visit the OPM website at [www.jobsearch.usajobs.opm.gov/](http://www.jobsearch.usajobs.opm.gov/) or the IHS website at [www.ihs.gov/JobsCareerDevelop/Jobs\\_index.asp](http://www.ihs.gov/JobsCareerDevelop/Jobs_index.asp)

#### **SEPARATE ATTACHMENTS REQUIRED IN ADDITION TO APPLICATION / RESUME:**

1. If, claiming Indian Preference, attach Form BIA-4432, *Verification of Indian Preference for Employment*. (Current Tucson Area IHS employees may state on their application that proof of Indian Preference is on file in their Official Personnel File).
2. Optional Form 306, *Declaration for Federal Employment*; MANDATORY for all positions.
3. Addendum to Declaration for Federal Employment - IHS-Child Care & Indian Child Care Worker Positions– MANDATORY for positions that require regular contact with or control over children.
4. If, veteran preference eligible – submit evidence of eligibility, i.e., DD-214, *Certificate of Release or Discharge from Active Duty*, or SF-15, *Application for 10-Point Veteran Preference* and the proof requested on the form.
5. If, current or former Federal employee - submit SF-50B, *Notification of Personnel Action*.
6. If, PHS Commissioned Corps applicant - submit copy of Personnel Order.
7. Narrative statements with specific responses to the Knowledge, Skills and Abilities (KSAs) and/or Selective Placement Factor identified for this position. One page per KSA.
8. Copies of current/active license or certification.
9. College transcript(s).
10. Copy of most current performance evaluation.

#### **INFORMATION NEEDED ON APPLICATION/RESUME**

1. Announcement number and title and grade(s) of the job you are applying for; full name, mailing address (with zip code) and day and evening telephone numbers; Social Security Number; Country of citizenship.
2. Highest Federal civilian grade held (also give job series and dates held).
3. High School – Name, city, state (zip code, if known), date of diploma or GED.
4. Colleges or universities – Name, city, state (zip code, if known), majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). **Attach transcript(s).**
5. Residency training - Indicate specialty; name and location of hospital, name of program director, dates attended (month/year), date certificate received (if applicable).
6. Certification by a Specialty Board – Indicate if you are eligible for certification by an American Specialty Board or if you are board certified. Indicate name of specialty board and date (month/year) of certification or eligibility (if applicable). **Attach certification.**
7. Work Experience (paid and unpaid) – Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, salary and indicate if we may contact your current supervisor.
8. Job-related training courses (title and year), honors, awards and special accomplishments, (i.e., publications, memberships in professional or honor societies), leadership activities, public speaking and performance awards.
9. Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed.

**Application Instructions for Public Health Service Commissioned Corps Candidates:** Your resume or curriculum vitae must contain all the information listed in HOW TO APPLY in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. A narrative statement addressing specific information related to any knowledge, skills and abilities, which are being used as a selective and/or evaluative factor is required. Proof of an appropriate license, if applicable, must also be provided. Applicants claiming Indian Preference must submit proof on Form BIA-4432 and will be evaluated against the applicable Preston Standard or the Civil Service, if no Preston Standard exists. Candidates must meet full qualification requirements. If your resume or curriculum vitae does not provide all the information requested in the job announcement, you may lose consideration for the position. Submit a copy of your personnel order.

#### **Other Information:**

Applications, resumes or other written application format must contain all of the information listed above in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. If your application, resume or other written application format does not contain all the information and forms requested in the announcement, you may lose consideration for this job.

APPLICATIONS WITH REQUIRED FORMS MUST BE RECEIVED IN OUR OFFICE NO LATER THAN 5:00 P.M. ON THE CLOSING DATE OF THE ANNOUNCEMENT. **TELEFAXED/EMAILED DOCUMENTS WILL NOT BE ACCEPTED. THERE WILL BE NO EXCEPTIONS.**

Preference in filling vacancies is given to qualified Indian Preference candidates in accordance with the Indian Preference Act (Title 25, United States Code, Sections 472 and 473).

Applicants or current Federal employees claiming Indian Preference must indicate on their application packet, if they wish to be considered under the Merit Promotion Plan (MPP), the Excepted Service Examining Plan (ESEP), or both. If not, they will be considered under the MPP only.

Proof of U.S. Citizenship is required for an appointment to the Indian Health Service. The Director, IHS may grant an exception to this policy for appointments to excepted positions, provided that the current appropriations act permits IHS to pay citizens from the country where the applicant is from.

Additional selections may be made within 90 days from the date the Candidate Referral Roster was issued if the position becomes vacant or to fill an identical additional position.

Employees, who received a buyout and subsequently return to positions in Federal agencies, whether by re-employment or contracts for personal services, are generally obligated to repay the full amount of the buyout to the agency that paid it.

If position is advertised at multiple grade levels, it can be filled at a lower grade than the full performance level. Advancement to the next grade without further competition is possible, once all legal and regulatory requirements are met, however, such advancement is neither automatic nor guaranteed.

The Tucson Area Indian Health Service provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Management Branch at (520) 295-2435. The decision on granting reasonable accommodation will be on a case-by-case basis.

**AREA INFORMATION:** The Tucson Area encompasses the Pascua Yaqui (pah.skwah ya.ke) and Tohono O'odham (to.ho.no aah.tum) Indian Reservations. The Sells Service Unit (SSU) is the primary source of health care for the approximately 24,000 people of the Tohono O'odham Nation. The SSU consists of an American Hospital Association affiliated JCAHO accredited hospital at Sells (65 miles west of Tucson) and three health centers - San Xavier Health Center located in Tucson; Santa Rosa Health Center located in Santa Rosa and the Westside Health Center (to open in August 2005) located in San Simon Village. The SSU also provides an environmental health program, which is responsible for construction and maintenance of sanitation facilities. The SSU has a community focused health care delivery program and works in close association with the Tohono O'odham Tribal Health Committee and Tribal Health Department.

Tucson - Arizona's second largest metropolitan area is home to nearly 600,000. Tucson is one of the oldest continuously inhabited sites in North America, steeped in a rich heritage of Indian and Spanish influence. It affords entertainment, recreation and shopping and cultural opportunities. The arid desert climate receives an annual rainfall of 7 inches with average temperatures ranging from 50° in winter months to over 100° in summer.

In other than the above, the Department of Health and Human Services is an equal opportunity employer. The Department does not discriminate in employment decisions on the basis of race, color, religion, gender, national origin, age, disability or sexual orientation.

**Addendum to Declaration for Federal Employment (OF 306)**  
**Indian Health Service**  
**Child Care & Indian Child Care Worker Positions**

**Item 15a. Specific Question**

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

(Please print)

**Job Title:** Health System Administrator, GS-0670-13

**Announcement Number:** TNIHS-05-43

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES \_\_\_\_\_ NO \_\_\_\_\_  
*[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence and the name and address of the police department or court involved.]*
  
- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES \_\_\_\_\_ NO \_\_\_\_\_  
*[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence and the name address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

**Applicant's Signature (sign in ink)**

**Date**

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3)), a Federal agency may not conduct or sponsor and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. **Please do not send completed data collection instruments to this address.**

## **CTAP - INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.**

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration, you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and are able to satisfactorily perform the duties of the position without undue interruption.

## **ICTAP - INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)**

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from the Office of Personnel Management or our agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.

### **A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:**

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated and whose former agency certifies that it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in Lieu of RIF;" or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

**OR**

### **B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.**

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you are separated.
3. Have current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and are able to satisfactorily perform the duties of the position upon entry.

